

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA 401 West Peachtree Street, N.E. 2200 Peachtree Summit Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed 1-27-81    81-74    FEB 2 1981	
4. Person to Contact Regina Finklin		5. Working Title <i>Management Systems Analyst</i> Records Management Analyst	6. Telephone Number 586-5260
7. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-261A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 1972    Present	9. Records Series Title (followed by title used in office, if different) Authority-wide Standard Division Directors' General Subject File		
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created?  The Division Directors are responsible for administering and coordinating the various functions of the Authority. This includes implementing, coordinating, and administering the operations and management of the daily activities of the Authority.			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: all areas and responsibilities of the separate divisions of the Authority.  Included are: divisional policies and procedures, directives, speeches, appointments, studies, reports, and general correspondence.     File is arranged: alphabetically, by subject, by year.			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)																																
X		a. Is this the official copy of the series? If not, where is it?																																
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.																																
	X	c. Is this a vital record?																																
X		d. Does this series have historical or long term research value?																																
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?																																
	X	f. Is the information contained in this series ever published? If yes, attach copy.																																
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.																																
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?																																
	X	i. Is this series (or a major portion of it) regularly microfilmed?																																
	X	j. Does the record series result in a computer printout?																																
<p>15. Retention Requirements <span style="float: right;">The following requires the series to be kept:</span></p> <table style="width: 100%;"> <tr> <td>a. State Law</td> <td>_____ years.</td> <td>d. Audit period</td> <td>_____ years.</td> </tr> <tr> <td>b. Statute of limitation</td> <td>_____ years.</td> <td>e. Administrative need</td> <td>_____ years.</td> </tr> <tr> <td>c. Federal law</td> <td>_____ years.</td> <td>f. Federal retention instructions</td> <td>_____ years.</td> </tr> </table> <p>Attach copy or excerpt of laws or regulations. Explain administrative need.</p> <p>Possible historical value.</p>			a. State Law	_____ years.	d. Audit period	_____ years.	b. Statute of limitation	_____ years.	e. Administrative need	_____ years.	c. Federal law	_____ years.	f. Federal retention instructions	_____ years.																				
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<p>16. Approved Disposition Instructions <span style="float: right;">This agency recommends that the file series be cut off at the end of each:</span></p> <p style="text-align: right;"><input type="checkbox"/> Calendar Year; <input checked="" type="checkbox"/> Fiscal Year; <input type="checkbox"/> Other _____ then,</p> <p><input checked="" type="checkbox"/> Hold in the current files area _____ month(s) <u>1</u> year(s); then</p> <p><input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then</p> <p><input type="checkbox"/> Transfer to State Records Center; hold _____ year(s); then</p> <p><input type="checkbox"/> Destroy.</p> <p><input checked="" type="checkbox"/> Transfer to State Archives for permanent retention.</p> <p><input type="checkbox"/> Other (Specify)</p> <p>Except the Division of Administrative services, which is to cut off file series at end of each fiscal year; hold in current file area 1 year; then transfer to the MARTA Records Center; hold 5 years; then destroy; and the Division of Accounting, which is to cut off file series at end of each fiscal year; hold in current file area 1 year; then transfer to the MARTA Records Center; hold 3 years past the completion of the MARTA project; then destroy.</p> <p>These instructions apply to all prior and future accumulations of the series.</p> <p style="text-align: center;">(Indicate briefly rationale for recommendations above/or write additional remarks):</p>																																		
<p>17. APPROVALS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Approved Department Records Management Officer</td> <td style="width: 20%;">Date</td> <td style="width: 20%;">Approved Legal Counsel</td> <td style="width: 20%;">Date</td> </tr> <tr> <td></td> <td></td> <td><i>Wayne Crowder</i></td> <td><i>1/2/81</i></td> </tr> <tr> <td>Approved Division Head/Designee</td> <td>Date</td> <td>Approved Division of Audit</td> <td>Date</td> </tr> <tr> <td></td> <td></td> <td><i>Sandra Chalker</i></td> <td><i>1/2/81</i></td> </tr> <tr> <td>Approved Department Head/Designee</td> <td>Date</td> <td>Approved Department of Archives and History</td> <td>Date</td> </tr> <tr> <td></td> <td></td> <td><i>Carroll Hart</i></td> <td><i>2-2-81</i></td> </tr> <tr> <td>Approved Records Management Analyst</td> <td>Date</td> <td>Approved MARTA Management Advisory Committee</td> <td>Date</td> </tr> <tr> <td><i>Willie Scott</i></td> <td><i>12/29/80</i></td> <td></td> <td></td> </tr> </table>			Approved Department Records Management Officer	Date	Approved Legal Counsel	Date			<i>Wayne Crowder</i>	<i>1/2/81</i>	Approved Division Head/Designee	Date	Approved Division of Audit	Date			<i>Sandra Chalker</i>	<i>1/2/81</i>	Approved Department Head/Designee	Date	Approved Department of Archives and History	Date			<i>Carroll Hart</i>	<i>2-2-81</i>	Approved Records Management Analyst	Date	Approved MARTA Management Advisory Committee	Date	<i>Willie Scott</i>	<i>12/29/80</i>		
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